

ePROCUREMENT 8.8

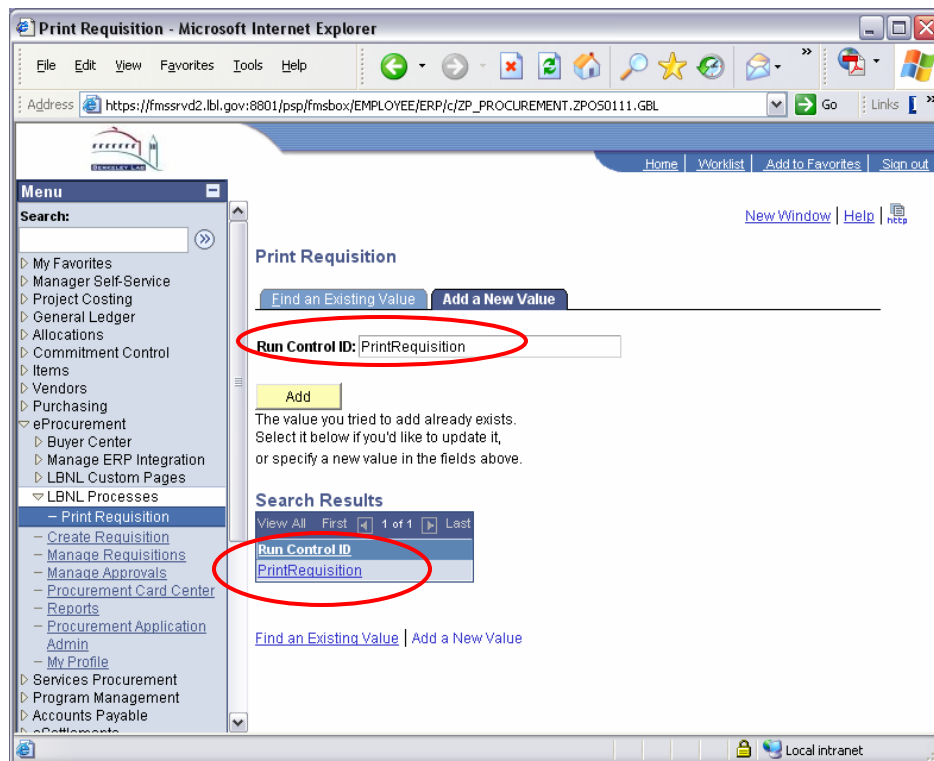
PRINT A REQUISITION

Printing a requisition is useful for seeing all information about a requisition at a glance and when paper documentation is required.

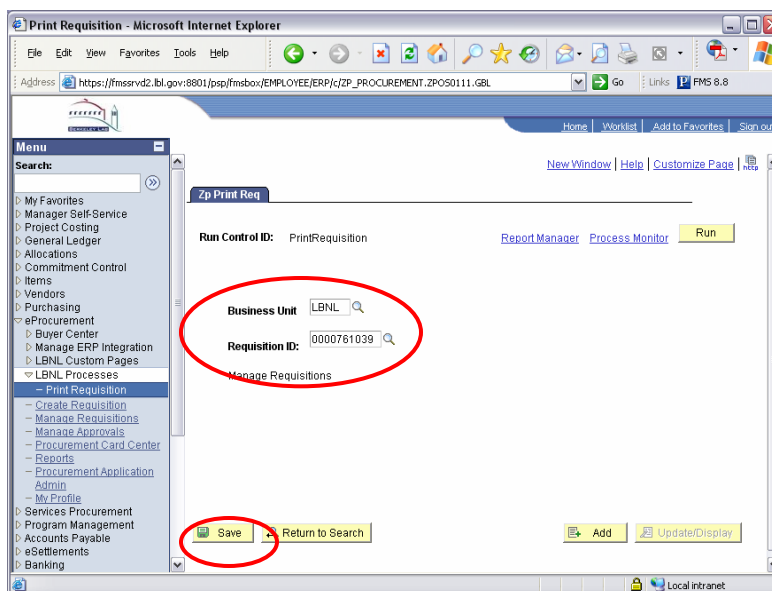
This topic will show you how to create a Run Control and print a requisition.

Create a Run Control (one-time only)

- Click on **eProcurement**.
- Click **Print Requisition**.
- Click the **Add a New Value** tab.
- Type in the "Run Control ID:" box: **PrintRequisition**
- Click the **Add** button.
- Click the **PrintRequisition** link.

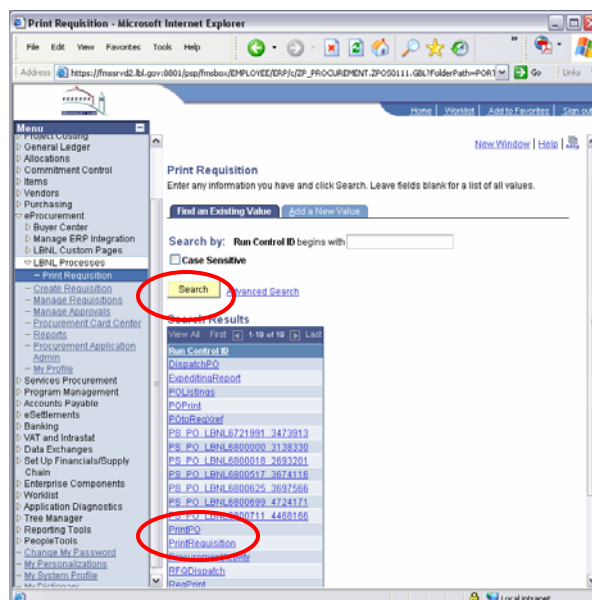


- In the "Business Unit" box, enter **LBNL**.
- In the "Requisition ID:" box, enter a requisition number.
- Click the **Save** button.

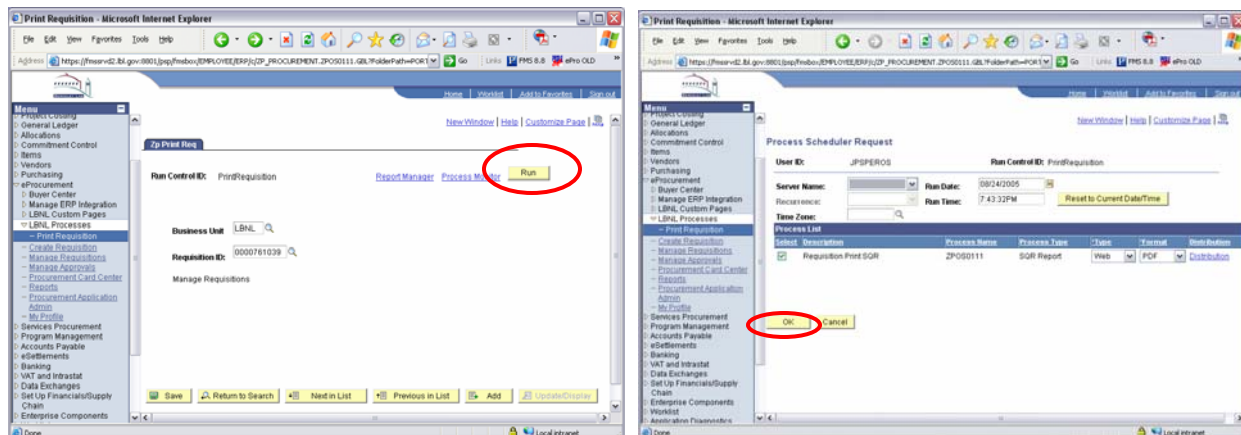


Print a Requisition

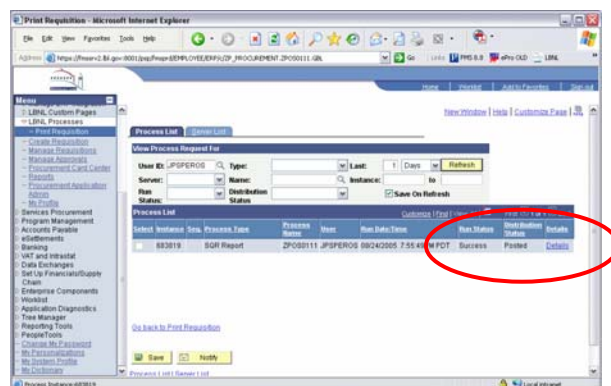
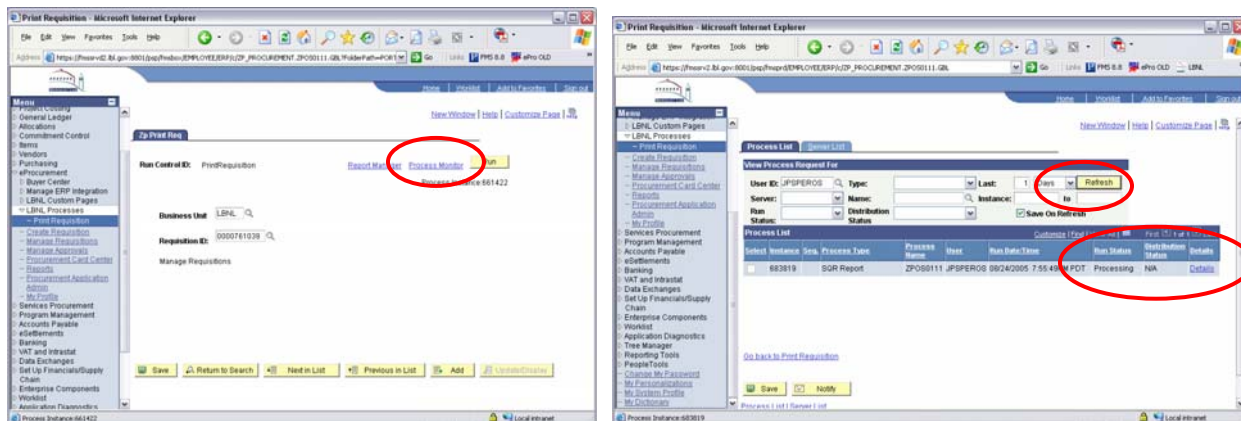
- Click on **eProcurement**.
- Click **Print Requisition**.
- Click the **Search** button.
- Click on the **PrintRequisition** link.



- In the "Requisition ID:" box, enter the **Requisition Number** you want to print.
- Click the **Run** button.
- On the Process Scheduler Report screen, click the **OK** button.



- This takes you to back to the Print Req screen. Click on the **Process Monitor** link.
- On the *Process Monitor* screen wait for the "Run Status" to say "Success" and the "Distribution Status" to say "Posted." Click the **Refresh** button every 30 seconds to see the progress.
- When the statuses are "Success" and "Posted," click the **Details** link.



- On the next screen, click on the **View Log/Trace** link.

- On the *View Log/Trace* screen click the link ending in **.PDF**
- An Adobe Acrobat window will launch with the requisition which you can print.